



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

November 7, 2008

IOWA BULLETIN NO. IA360-9-4

SUBJECT: PER - ANNUAL MANDATORY ETHICS TRAINING FOR ALL EMPLOYEES

ACTION REQUIRED BY: NOVEMBER 30, 2008 and DECEMBER 31, 2008

PURPOSE. To provide information to address requirements for completion of annual mandatory ethics training in AgLearn by all OGE-450 Filers due November 30, 2008 and completion by all other Iowa employees due December 31, 2008.

EXPIRATION DATE. September 30, 2010

National Bulletin 360.9.6, PER – Annual Ethics Training, issued October 15, 2008, provides instruction to all employees required to complete the Office of Government Ethic Financial Disclosure Report (OGE Form 450) of their obligation to complete annual ethics training by November 30, 2008.

The Iowa NRCS requires that all other employees also complete three (3) modules of ethics training by December 31, 2008.

This training is available using the AgLearn website. To access the training, sign into your AgLearn account at <http://www.aglearn.usda.gov> (using your eAuthentication password). Click on "Catalog" at the top of your screen, insert "Ethics:" in the search box (make sure you use the colon) and select an ethics training module (there are 21 to choose from) by clicking on the button "Add to Learning Plan" on the right-hand side of your screen. Repeat this process a total of three times (one for each module). In order to receive credit, make sure you complete the survey at the end of each module. Please select courses other than those you completed last year.

Again, the deadline for completing this training is as follows:

November 30, 2008 for all OGE-450 Filers
December 31, 2008 for all other Iowa NRCS employees.

All employees will be provided a minimum of one hour of official time to complete the required number of training modules.

If you have received ethics training during this calendar year as part of a conference or other source and can produce a certificate of completion, you do not need to also complete this training in AgLearn.

Questions concerning ethics may be directed to Chris Knudsen, Human Resources Manager, at (515) 284-4587. If you have any questions pertaining to problems accessing the AgLearn website, please contact Dick Tremain, Training Officer, at (515) 284-4262.

A handwritten signature in black ink that reads "Richard Sims".

Richard Sims
State Conservationist

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